

MEMORANDUM OF MEETING

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: February 11, 2014

ATTENDEES:

Aresco Construction	Silver/Petrucci Architects	Data Contractor
Electrical Contractor	Concrete Contractor	Site Contractor
Plumbing Contractor		

Purpose: Construction Progress Meeting #18

Overall Stage of Construction for the week: Demolition, electrical, new stud wall construction, sprinkler installation and interior stair framing, finish ceiling install, HVAC attic work.

TOPICS OF DISCUSSION;

1. **Safety issues;** Hardhats mandatory, no smoking within 20' of building (designated area has been provided, Bathroom access. (Item to be reviewed weekly). No issues from previous meeting. Reminders were sent out (2/11).
2. **On site environment issues;** VOC's, Housekeeping, ventilation, clean areas, water, duct work, vacuuming every day & major clean on Fridays. (Item to be reviewed weekly). No issues from previous meeting. Reminders were sent out (2/11).
3. **LEED Management;** Waste management (dumpster classifications), training, manufacture/warehouse distance to job site, recycling content. (Item to be reviewed weekly). No issues from previous meeting.
4. **Site utilities** will begin in early December (11/26) (12/3). Utilities to start next week (12/10). Starting next week for utilities due to weather (12/17). Work to start next week due to past weather issues (12/17). Starting next week (12/24). Dry wells starting Thursday-1/2/14, weather dependent (12/31). Starting tomorrow (1/7). Installation in progress, yard drains are in now (1/21). Continuing on yard drains next week, weather dependent (1/28). On hold due to cost (2/4) (2/11).
5. **HVAC chase** is underway (12/10). Still in progress (12/17) (12/24) (12/31) (1/7). On hold (1/21). 80% complete for duct (1/28). Working in attic area, units are to be here this week (2/4). Units are on site & being installed today (2/11).
6. **Electrical investigation** for walls is underway so that new lines will be concealed properly (12/10). On-going (12/17) (12/24) (12/31). On-going, by the end of January will resolve issues (mainly an exterior wall issue) (1/7). Open (1/21). Ceiling issues worked out, wall discussion soon (1/28). Ongoing, lighting issues resolved (2/4) (2/11).

7. **Sprinkler system** – Sprinkler contractor starting week of Christmas. Material is to be delivered on Monday (12/17). Material was delivered - 12/24, installation to start this week (12/24). Started (12/31). Started working down from the attic, Snapping lines on ceiling (1/7). Upper level is roughed in, lower level material to be delivered next week (1/21). Lower rough-ins starting tomorrow (1/28). Ongoing (2/4). On hold until heat is moved (2/11).
8. **Water penetrating existing foundation walls** – Investigation is ongoing (12/17) (12/24). Due to another flood in the lower level, Aresco is meeting this afternoon with the site contractor to receive pricing for a French Drain on the west elevation. Flooring of the lower level in the Dining area cannot be completed until the issue is resolved. Discussions and pricing will be brought up at the next committee meeting (12/31). Aresco has given the RCO to SPA for their review of a curtain wall drainage solution, SPA to review (1/7). Aresco is to provide a narrative. Site visit is requested (1/21). Site contractor is working on pricing for committee meeting (1/28) (2/4). Item pending upon approval (2/11).
9. **Steel** – Starting steel work for beams this week. Work is continuing (1/7). Steel is arriving on tomorrow (1/21). Starting today (1/28). Installation in progress (2/4). Front column in progress, should be completed end of next week (2/11).
10. **Asbestos piping found**, Bob Dobmeier is to notify Abatement Company (1/21). Aresco is working on pricing (1/28). Subcontractor is working on pricing (2/4) (2/11).
11. **Old septic tank found** on site (1/21). Aresco is working on pricing (1/28) (2/4). SPA has received pricing from Aresco and will review & formalize paper work for submittal to committee (2/11).
12. **Old sewer line found** with too many turns (1/21). Aresco, SPA & Bob Dobmeier to meet with civil engineer on site (1/28). Aresco is working on pricing (2/4). SPA has received pricing from Aresco and will review & formalize paper work for submittal to committee (2/11).
13. **Wood stair framing** starting early next week (1/28). Started, layout complete (2/4). Ongoing (2/11).
14. **HVAC contractor to supply ABS control's** general information to SPA prior to formal submittal (2/4). SPA has received general information & is reviewing (2/11).
15. **Additional steel in mechanical room** is need for support of the ceiling due to existing cracks, Aresco is to create a PCO (2/4). Aresco is waiting for paperwork from their subcontractor (2/11).
16. **Attachments** – None.
17. **All individuals were asked if any outstanding concerns were left on the table at the end of the meeting.** All were in agreement that all concerns were addressed at this meeting.
18. **Next site meeting** will be held on February 18th at 7:30am.

NEW TOPICS OF DISCUSSION:

1. **In depth work for this week** – finishing structural wall demolish & installation of steel in lower level, prepping for the slab in lower level, working on rough-ins for plumbing fixtures in the bathrooms.
2. **Meeting for exterior work** (roofing, masonry, overhangs & painting) meeting to be held today for the coordination for March's work (weather permitting) to be held today.

CLOSED TOPICS OF DISCUSSION FROM PREVIOUS MEETING:

1. **Clay soil;** New structural soil is needed for the south parking lot. Bob Dobmeier is to attend next site meeting for discussion. Aresco to work up a price for the south parking lot plus a cost for additional cubic yard cost if needed. It was determined by the site engineer that approximately 52cubic yards of material is needed. A concern was brought up about stability of entire site. Further investigation is need as work proceeds. Original material was trucked off site due to its instability as fill (11/5). Subcontractor is working on supply pricing (11/12). Joe is reviewing the pricing (11/18).

Pricing is being reviewed by SPA (11/26). Due to a flood in the basement of about 3-4 inches Aresco is going to proceed with **filling the ash area on the south side** with the required material (12/3). Waiting for next committee meeting to discuss (12/17) (12/24) (12/31) (1/7). Aresco is to create official Change Order (1/21). SPA has paperwork, committee has given verbal approval (1/28). Waiting for cost proposal for three site issues from subcontractor (2/4). Closed for now (2/11).

2. **L.E.E.D./Aresco** - Val from Aresco will be in touch with John from SPA in January to review the progress of the L.E.E.D. program. Waiting for first of the year (12/31). Open (1/7) (1/21) (1/28) (2/4). Closed, ongoing (2/11).

PHOTOS:





Any corrections, additions, or comments should be made to Silver / Petrucelli + Associates within 14 days of the date of the meeting.

Distribution: Distribution list, file